|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PRAJITH VIJAYAN  Administration /IT Support Manager  +971 561632490 | | | | C:\Users\user\Documents\Personal - Prajith\Passport 1 (8).JPG | |
|  | PERSONAL SUMMARY | |  | | |
| **AREAS OF EXPERTISE**   * *Office Management* * *Administrative support* * *Presentations* * *IT Skills (SAP)* * *Office Procedure* * *Organization Skills* * *Data Management* * *Software Applications* * *Internet / Intranet* | A highly competent, resourceful, motivated and enthusiastic Administrative / IT Support Manager with experience in administering & managing office staff in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to themanagement. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.Document controlling, purchase and management of office inventory, routing correspondence as necessary and drafting replies wherever appropriate. | | | | |
| *Currently looking for a suitable position with a reputable and ambitious company.* | | | | |
| **PROFESSIONAL** | **WORK EXPERIENCE** | | | | |
| * *Business Management* * *Microsoft Certified IT P* * *Computer Applications* | **RONS ENVIRO CARE LLC - DUBAI**  ***ADMINISTRATOR*** | | February 2014 - Present | | |
| **PERSONAL ABILITIES**   * *Attention to detail* * *Punctual and reliable* * *Can work without supervision* * *Ability to cope and work under pressure* * *Good written and verbal communication skills* * *Able to work as part of a team* * *Having a patient outlook* * *Ability to multitask and manage conflicting demands* * *Ability to prioritise tasks* | RONS ENVIRO CARE LLC is a Dubai Municipality approved & accredited specialized cleaning service provider whose operations are governed by International standards and hold certification for Integrated Management System that includes the various ISO Certifications.  In RONS ENVIRO CARE LLC, I was working as part of a team and supporting the Managing Director and responsible for the day-to-day tasks and administrative duties of the office including preparing various quotations and contracts.  ***Duties:***   * Supervising the work of office juniors and assigning work for them. * Responsible for quotations& contracts. * Operational& strategic planning. * Quality monitoring. * Document controlling - Updating, processing and filing of all documents. * Co-ordinate with various departments & teams for work assignment. * Supporting operations team by following up with customers for various information. * Working closely with senior management to help them in decision making. * Windows sever 2008 administration. * Software installation and regular updates. * Office stationary orders. * Preparing tender/bid documents | | | | |
| **ADMINISTRATIVE ABILITIES**   * *Maintaining an electronic and hard copy filing system* * *Providing training and orientation for new staff* * *Coordinating and arranging repairs to office equipment* * *Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access* * *Scheduling meetings and preparing agendas* * *Effective organizational skills* * *Organising travel & accommodation arrangements* * *Resolving administrative problems* * *Supervising other clerical staff* * *Conducting research on behalf of managers* * *Scheduling and delegating administrative tasks* * *Creating presentations and writing up reports* * *Web research* | | **RED TECH CONSULTING LTD – RIYADH, K.S.A**  ***ADMINISTRATIVE & IT SUPPORT MANAGER*** | | | July 2009 – July 2013 |
| Red Tech Consulting was founded in November 2005 by Yves Chenet, formerly Strategy Officer for the Telecom & Media practice of Cap Gemini Ernst & Young, the leading European consultancy. Red Tech Consulting is a company registered in the United Kingdom. Red Tech has since its founding delivered innovative solutions with speed, professionalism and partnership to various stakeholders in the digital economy seeking bespoke approaches and distinctive analyses for their unique strategic challenges. Red Tech strives to provide feasible and easy-to-start solutions within realistic timescales and budgets.  At Red Tech, Oversee office operations, provide secretarial support to the Founder Director, Management of executive diaries, Sending mails and emails to clients & partners, manage advertisements, update company website, provide employee training, system backup, email setup, oversee visa procedures, employee travel and stay arrangements. Prepare presentations, data mining, various reports, manage advertisements in job portals.  ***Duties:***   * Instrumental in setting up email system for the company. * Helped in creating company policies and procedures governing corporate security, email and internet usage and access control. * Supervising the work of office juniors and assigning work for them * Setup and manage company website. * Helped in setting up accounting system for the company * Accounting entries in QuickBooks 2006 * System administration * Purchase of office stationaries. * Oversee recruitment and managing advertisements in job portals. * Travel and stay arrangements for management & other employees. * Conducting extensive web research for various ICT projects. * Overseeing visa application procedures * Arranging employee training * Reports & Microsoft PowerPoint presentations * Management consulting * Preparing tender/bid documents | | | |
| **PROGRAMMING / TECHNICAL**   * *SAP ABAP Programming* * *VB.Net* * *Visual Basic 6.0* | | **KEN COMPUTEK, BANGALORE, INDIA**  ***SAP TECHNICAL CONSULTANT*** | | | July 2008 – Dec’ 2008 |
| Ken Computek Private Limited is a software solutions company whose primary focus is on developing customer / user support tolls for SAP applications. Ken Computek enjoys a prestigious clientele including ABB & TATA Tea. | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * *SAP Workflow* * *SAP ECC 6.0 Environment* * *SAP Tool for Madura Coats* * *Tool implementation for HSBC Bank at TATA Tea, Kolkata* * *Vendor Confirmation tool for ABB India Limited, Bangalore* | At Ken Computek, I was responsible for developing programs on SAP R3 environment in ABAP/4using quality assurance methodologies. Implemented SAP tools in customer place, end user training and prepared user manuals  ***Duties:***   * Implemented payment extractor tool for HSBC Bank in TATA Tea premises, Kolkata, India * Provided end user training and prepared user manual for payment extractor tool. * Enhanced the tool according to customer requirements. * Coded application programs in ABAP (SAP R/3) for ABB India Ltd, Bangalore. | | | |
| **EDUCTIONAL QULAIFICATION**   * *Master in Business Administration (MBA) (HR & MIS)* * *Master in Computer Application (MCA)* * *Bachelor of Science in Chemistry (BSc.)*   **REFERENCES**   * *Available on request*   **CONTACT DETAILS**  *Prejith.nair@gmail.com*  *00971 561632490* | **ADIRA TECHNOLOGIES, INDIA**  ***ADMINISTRATION & IT SUPPORT SERVICES*** | | | March 2005 – June 2008 |
| Adira Technologies PVT Ltd, Bangalore is a software solutions provider predominantly working in the field of solutions development for SAP.  At Adira Technologies I was responsible office administration, system administration, providing IT support Services to various departments, SAP ABAP programming, SAP Workflow and communicating with functional team for clarifications of specifications. Assisted HR department in hiring new employees. Major projects included tools development for Synopsis systems, Hyderabad.  ***Duties:***   * IT Support * Office & System administration * SAP ABAP programming * HR activities | | | |
|  | **PERSONAL DOSSIER** | | | |
| Name | : | Prajith Vijayan Nair | |
| Sex | : | Male | |
| Date of birth | : | 09.01.1980 | |
| Nationality | : | Indian | |
| Marital Status | : | Married | |
| Contact No. | : | 0561632490 | |
| Passport No. | : | L3749252 | |
| Driving License | : | GCC License (validity : 11/2020) | |
| Hobbies | : | Cooking, listening to music | |